

ADMINISTRATIVE ASSISTANT REPORT

August 2013

08/26/2013

1. FINANCIALS:

- a. Ted & I will begin working on the 2013 Responsible Unit Grant (RUG) Application (recycling) shortly. This grant application is due to the Dept of Natural Resources (WI DNR) by October 1st.
- b. I need to schedule at least a couple days to catch up on billings. I have not yet started on any grant reimbursement requests pertaining to Big Bay Town Park or Griggs Approach.
- c. The audit for the year ending 12/31/2012 is pretty much completed as far as the outside audit firm's work. The auditors have prepared the DRAFT audit report. The Town must draft a Discussion & Analysis letter/report. The Discussion & Analysis is to provide an overview and a comparison, by the Town of the Town's financial activities for the previous year. Glenn is looking at it and is willing to offer suggestions to make it more "user friendly". It will be presented it to the Town Board for approval. Once this is approved, it will be incorporated into the final audit report.
- d. The 2013 Budget Transfers:
 1. From General Funds into the Fire Department Designated Funds can be completed if you so choose. In the past, the budget transfers were done in August, so that when the budget worksheets were prepared, the transfers were reflected in the figures. Unless I hear otherwise, I will have the treasurer make that one transfers at the end of August. Please see the attached spreadsheet reflecting the accounts and request amounts.
 2. The 2012 Budget also included transferring funds from the Designated Funds back into the General Fund. I have not had the Treasurer do this as of yet. Do you want it done this month, so that the 2014 budget worksheets reflect this? Please see the attached spreadsheet reflecting the accounts and request amounts.
- e. 2012/2013-budget information and worksheets will be started shortly This process takes up all of my time, so this is what I'll be dedicating September towards

2. MISCELLANEOUS:

- a. There is a WTA/UW-Ex workshop to be held in Cable in September. The notice was in everyone's WTA magazine and the enrollment was given to everyone. Is anyone interested in attending? If so, please let me know. I am thinking about attending as some it deals with budgeting, payroll & finance.
- b. As the laws change pertaining to employee benefits, tax exempt wages (federal exempt but not state), some benefits taxable and some not, state level not as high as federal levels, spouse and partnership registry, etc. payroll & benefit administration is becoming a large undertaking. I have a massive amount of e-mails, bulletins and notices to wade through and try to decipher and understand, and then to come up with a method to build all of this into the Town's Personnel Policy.
- c. Just a reminder that Labor Day is Monday, September 2nd and the Town Hall will be closed. It is a full payroll to be processed that week, so I will be busy with payroll & payroll associated tasks Tuesday – Thursday and then it's on to budget worksheets and finishing the month of August financial reports. Waggie will be out of the office on Tuesday, Sept 3rd.

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3. **TAXES:**

- a. The August tax collection settlement has been received from Ashland County and has been deposited.
- b. Everyone has received the 2013 Equalization Report from the Department of Revenue.

Respectfully submitted,

Barb Nelson
Administrative Assistant